



JOB POSTING

Project Coordinator

We are inviting applicants to apply for the position of Project Coordinator to support a project for the **Co/Lab: A Collaborative Community Laboratory on Substance Use and Harm Reduction**. The aim of Co/Lab is to generate actionable evidence on substance use, related harms, costs, structural vulnerability, and community responses to reduce substance-related harms.

PROJECT DESCRIPTION:

Co/Lab in partnership with several other researchers and organizations across BC, recently received funding from the Canadian Institutes for Health Research for a study entitled: *A mixed methods evaluation of risk mitigation measures to address the dual public health crises of COVID-19 and overdose*. Additionally, we have received funding to work with AVI Health and Community Services on a related project that is also evaluating aspects of the risk mitigation measures.

The project will assess the impact of the new risk-mitigation guidance that permits prescribing of pharmaceutical alternatives to the toxic drug supply. The specific objectives are to:

- 1) Determine the impact of risk mitigation guidance on COVID-19 infection, continuity of care for people who use substances and concurrent health conditions, overdose and all-cause mortality among people who use substances.
- 2) Determine the impact on the uptake of public health measures to reduce the spread of COVID-19, as well as other behavioural and psychosocial outcomes among people who use substances.
- 3) Identify barriers and facilitators to implementation based on program uptake from the perspectives of people who use substances, prescribers, health care providers, outreach workers, and others.
- 4) Explore different models of delivery of the risk mitigation guidelines.

The risk mitigation guidelines referred to above are available here: <https://www.bccsu.ca/wp-content/uploads/2020/04/Risk-Mitigation-in-the-Context-of-Dual-Public-Health-Emergencies-v1.5.pdf>

To complete these aims we will be conducting interviews every two weeks with a cohort of 200 service users over the course of 10 weeks (1000 interviews total) and 40 qualitative interviews with various stakeholders, as well as conducting a concept mapping exercise.

JOB DESCRIPTION:

The Project Coordinator will work closely with various members of the team and report to the Principal Investigators. They will contribute to the overall quality, success and effectiveness of the project by assisting with a range of activities, including:

- Organizing, participating in and taking minutes for research team meetings to ensure continuity among the various activities of the projects;
- Managing the set up and maintenance of project files;

- Working collaboratively with the research team to ensure that the objectives of the project and the project timelines are met;
- Assisting with tracking and managing project budgets;
- Keeping track of staff hours worked, vacation and sick time, and discussing all issues related to the budget with the PIs;
- Working collaboratively with the research team to support data analysis and management;
- Organizing Knowledge Translation and Exchange (KTE) meetings later in the study as well as other KTE activities;
- Participating in the preparation of reports, publications and presentations.

QUALIFICATIONS:

The Project Coordinator position requires:

- Excellent analytical and communication skills, both written and interpersonal, as well as the ability to balance competing priorities with attention to detail.
- Experience with research coordination and project management, preferably in a university environment and related to substance use, epidemiology, public health, and/or knowledge translation/exchange.
- Knowledge of illicit substances, health equity, harm reduction, and social justice principles.
- Communication and interpersonal skills required to work effectively with service users (people who use drugs and people with lived and living experience), co-workers, project partners and agencies.

Ideally the candidate will have a Master's or PhD degree in Public Health, Social Work, Nursing, Psychology, Education, Sociology or other related disciplines with an interest in substance use monitoring and surveillance and knowledge translation/exchange.

SALARY AND HOURS:

This position is located at the University of Victoria and we are currently working remotely, it is a full-time position (37.5 hours per week) although hours could be negotiated. This is a one year position with the possibility of an extension depending on ongoing funding. Hourly salary ranges from approximately \$28 - \$36/hour based on experience and education. The position is available immediately however start date is negotiable.

APPLICATION PROCESS:

Interested applicants should forward their resume and a covering letter to Heather Wilson Strosher, Co/Lab Research Coordinator, at hlwilson@uvic.ca by September 17, 2020.

Only those selected for interviews will be contacted. Thank you for your interest!



Canadian Institute for Substance Use Research
 Technology Enterprise Facility PO Box 1700 STN CSC Victoria BC V8W 2Y2 Canada
 T 250-472-5445 | F 250-472-5321 | uvic.ca/cisur | www.colabbc.ca